



Bilingual Family Advocacy Case Manager

(Spanish Speaking)

POSITION SUMMARY

The Coalition to End Childhood Lead Poisoning, a 501(c)(3) nonprofit organization founded in 1986, seeks a highly skilled, experienced and professional case manager to join their organization in Baltimore. The Coalition is dedicated to ending childhood lead poisoning and creating Healthy Homes so that every child may grow up to reach his or her full potential.

Responsibilities for the Family Advocate include counseling and assisting families facing lead and other environmental health hazards in order to help those families achieve safe and stable housing. The Family Advocate Case Manager will work to ensure that tenants' rights are protected while lead hazards and other defects are corrected in their home. This position includes frequent home visits with families in Baltimore City and throughout the Baltimore Metro region, as well as occasional visits elsewhere in the State. If the best option for a lead-affected family is to relocate from the property, the Family Advocate will work with the family to help facilitate that move and connect them with possible relocation resources. The Family Advocate will also serve as a liaison between lead affected families and appropriate agencies when seeking services and assistance. Additionally, the Family Advocate will support outreach efforts to targeted populations in the community. All members of the Coalition team assist with Outreach and Education events which may include occasional night and weekend hours.

MINIMUM REQUIREMENTS

- At least three years case management experience in working with tenants, low-income families and/or families with lead poisoned children as a Case Manager, Social Worker, Community Health Nurse or Health Professional;
- Bachelor's Degree required; Master's Degree preferred
- Bilingual in English and Spanish;
- Experience in working with community organizations or tenants living in communities at high risk for childhood lead poisoning or other environmental health issues;
- Strong oral and written communication skills in English and Spanish in order to advocate on behalf of our clients with property owners, agency employees, and other partners;
- Proven Case Management, Project Reporting and Client Database tracking skills. Attention to detail for file maintenance, both paper and electronic is critical for this position;
- Highly organized and self motivated;
- Ability to meet frequent reporting requirements and program quality assessments; Ability to identify program barriers, make recommendations towards overcoming barriers and create solutions for families;
- Participate in weekly and other team meetings as appropriate;
- Proven computer skills and experience working with Microsoft Office Suite and database systems; and
- Must possess own vehicle for transportation to home visits and for other position related travel.

BENEFITS

The Coalition, a diverse and dynamic organization, is dedicated to the highest level of integrity, teamwork and professionalism. Benefits include:

- Salary is competitive based on experience
- Insurance coverage for Health, Vision and Dental
- Standard vacation and sick leave benefits
- Employer match for 403b Retirement Fund

How to Apply:

Coalition to End Childhood Lead Poisoning

2714 Hudson Street

Baltimore, MD 21224

Fax: 410-534-6475

Email resume, cover letter including salary history, and 3 professional references to: hr@leadsafe.org

(Reference: Family Advocacy Case Manager in subject line)

*CECLP maintains a non-smoking, drug free workplace and is proud to be an
Equal Opportunity Employer*